



CV/Resume Tools: Crafting Bullet Points

Quantifying Achievements and Supporting Results

Use bullet points to highlight what you know how to do and the impact you have had on an organization and its work. Strong bullets go beyond simply listing your tasks and duties. Use specific details to help illustrate your competencies and skills in action, and quantify when possible to provide context and depth to your accomplishments and results. Below you'll see examples of how basic 'job responsibilities' can be transformed into compelling bullet points.

Bare fact	Quantified and supported
<ul style="list-style-type: none"> Monitored newspapers and created reports 	<ul style="list-style-type: none"> Drafted regular memos based on daily monitoring of news from UK government departments
<ul style="list-style-type: none"> Volunteer Tutor at High School 	<ul style="list-style-type: none"> Conducted weekly one-on-one tutoring sessions for 10 prospective university students in the subjects of Social Anthropology, History and Economics
<ul style="list-style-type: none"> Conducted research on the electoral volatility of Turkey 	<ul style="list-style-type: none"> Examined open source reports on violence associated with Turkish elections and collected anecdotal evidence through telephone interviews with protesters and security personnel
<ul style="list-style-type: none"> Conducted workshops as CEU Debate Club member 	<ul style="list-style-type: none"> Organized bi-monthly workshops for CEU community on topics including rhetoric, and speech strategy
<ul style="list-style-type: none"> Worked in a team of software developers 	<ul style="list-style-type: none"> Collaborated with a team of 6 software developers on a \$2m, 12-month project, increasing productivity gains for program users by 30%
<ul style="list-style-type: none"> Assisted in organizing conferences and public events 	<ul style="list-style-type: none"> Coordinated presentation schedule for the 2022 World Forum of Development in Greece and communicated details to 200+ participants
<ul style="list-style-type: none"> Managed the website 	<ul style="list-style-type: none"> Designed and launched Adobe flash version of website that resulted in greater interaction with constituents and increased ability to survey website visitors' interest Increased website traffic by 40% through an appraisal process of external links using Google analytics
<ul style="list-style-type: none"> Participated in internal training opportunities 	<ul style="list-style-type: none"> Completed 6 teaching trainings on topics including public speaking and the Socratic method within small groups